

Checklist of Dates

ACT for Kentucky State Testing

March 11, 2008

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| <input checked="" type="checkbox"/> August 31, 2007 | <ol style="list-style-type: none"> 1. ACT mails initial letter from Kentucky Department of Education (KDE) and Test Center Establishment packets to high school principals. Copies of materials will be posted on the KDE website at http://education.ky.gov/JumpTo/?jump=ACTAssessments 2. ACT mails sample packet of establishment materials to District Assessment Coordinators (DACs). |
| <input checked="" type="checkbox"/> September 28, 2007 | Receipt Deadline for Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TACs) to return School Information/Profile Forms to ACT. |
| <input checked="" type="checkbox"/> October 12, 2007 | Deadline to register for a training workshop online at http://www.act.org/aap/kentucky/statetest.html |
| <input checked="" type="checkbox"/> Late-October 2007 | Schools are reminded to submit <i>Proposal for Off-Site Administration of the ACT for Kentucky</i> , if appropriate. |
| <input checked="" type="checkbox"/> November 19, 2007 | Receipt Deadline for schools to submit completed <i>Proposal for Off-Site Administration of the ACT for Kentucky</i> to ACT (proposal form posted on KDE website). |
| <input checked="" type="checkbox"/> December 3, 2007 | Receipt Deadline for ACT to receive <i>Request for ACT-Approved Test Accommodations</i> for individual students enrolled at the school as of November 1. |
| <input type="checkbox"/> December 4, 5, 11, 12, 2007 | Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators, attend <i>required</i> half-day training workshops. (District Assessment Coordinators are invited but not required to attend.) |
| <input type="checkbox"/> December 21, 2007 | Confirmation forms sent to Test Supervisors for final confirmation of shipping address and number of 11 th grade students. |
| <input type="checkbox"/> Early January 2008 | Schools finalize arrangements to meet standard testing requirements (how to train staff, isolate testing from other school activities, create rosters, etc.). |
| <input type="checkbox"/> January 11, 2008 | Receipt Deadline for Confirmation forms. |
| <input type="checkbox"/> January 25, 2008 | <ol style="list-style-type: none"> 1. Receipt Deadline for ACT to receive <i>Request for ACT-Approved Test Accommodations</i> for students new to the school between November 1 and January 25. 2. Receipt Deadline for ACT to receive <i>Application for State-Allowed Accommodations</i> for students who did not first apply for ACT-Approved accommodations. (Applies to both students enrolled as of November 1 <u>and</u> any students new to the school between November 1 and January 25.). |

- ☐ Late January

ACT ships copies of supervisor's manual (one per 15 students) and student pre-test materials to Test Supervisors.
- ☐ Early February – March 10

Window for schools to hold supervised sessions for students to complete identifying and non-test portions of the ACT answer folder (these sections may **not** be completed on test day); school staff affix state ID bar-code labels and complete HS code.
- ☐ February

Test Supervisor and Back-up Test Supervisor train Room Supervisors and Proctors; Test Accommodations Coordinator trains staff assigned to help with accommodations testing.
- ☐ Week of March 3-7, 2008
**Note: Early shipments to accommodate spring break schedules will be arranged.

1. Schools receive secure test materials (addressed to and checked in by Test Supervisor); after check-in, place in locked storage.
 2. Schools receive alternate format test materials, such as large type, audiocassette, and Braille (addressed to and checked in by Test Accommodations Coordinator); after check-in, place in locked storage.
- ☐ March 10, 2008

1. Teachers remind students to bring acceptable ID, pencils, and calculators on test day; calculators must meet ACT requirements.
 2. Test Supervisor and Back-up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.
- ☐ **March 11, 2008**

State testing day; completed answer folders and test booklets (used and unused) packaged for pickup and return to ACT after testing.
- ☐ **March 11-25, 2008**

State Testing Accommodations testing window for students approved by ACT for extended time or multiple-day testing, and students testing with state-allowed accommodations. Each student must use **only** the materials assigned to him/her. Package all materials for return pickup on March 26.
- ☐ **March 12, 2008**

1. **Receipt Deadline** for schools to fax order form for makeup testing to ACT. **Standard time test materials only.**
 2. UPS picks up March 11 materials for return to ACT.
- ☐ By March 20, 2008

If makeup materials are ordered by deadline above, schools will receive secure standard time makeup test materials (addressed to and checked in by Test Supervisor); after check-in, place in locked storage.
- ☐ **March 25, 2008**

Makeup testing day for students absent on March 11; all makeup materials packaged for return to ACT after testing.
- ☐ March 26, 2008

UPS picks up makeup **and** test accommodations materials for return to ACT.
- ☐ April-August 2008

ACT mails reports.